



FLAG RENTAL FORM

Metro Parks Special Events Management

1135 Trevilian Way • 502.456.8110 • Flag Rental Hours: 9 am to 4 pm

Please send flag requests to Special.events@louisvilleky.gov or fax to 456-8136

30 Days notice is required without exception for all flag requests

Person Requesting Flags: _____
Organization: _____
Event flags used for: _____

Requestor Contact Information

Contact Phone: _____
Contact Email: _____

Date of Pick-Up: _____ Time of Pick-up: _____
Date of Return: _____

The Flag Rental program is \$5 a flag for Non-Profit and \$7.50 for Profit.

Visa / MasterCard #: _____ Exp. Date _____
Name as it appears on Card: _____

Flags Countries Requested

Please attach a separate sheet of paper if more space is needed.

Total # Flags Borrowed: _____ Total # Bases Borrowed: _____ Total # Poles Borrowed: _____

*** * * Important Information – Please Read! * * ***

Flag rental hours are between 9 am and 4 pm. Metro Parks staff is not available to assist in loading or unloading orders; bases are heavy so please bring a dolly. The Metro Parks reserves the right to refuse to rent flags at its discretion. Requests for rental s of flags will be considered in the order that they are received. Flags will not be assembled on the pole, but provided separately and should be returned in the same way.

I, the undersigned understand that I am responsible for all borrowed items, any items lost or not returned by the date listed above will be charged to my Credit Card.

Signature _____ Date _____

Flag Return Information – Office Use Only

Received by: _____
Date Received: _____
Return Complete: ☐ Yes ☐ No
Notes: _____